

Finance Officer

Identifying facts	
Service Sector	Business Support
Organisational Relationships:	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Assistant Accountant</div> ↓ <div style="border: 1px solid black; padding: 5px; display: inline-block;">This Role</div> </div>
Line Manages:	N/A
Qualification Requirement:	N/A

JOB PURPOSE

To operate the ledger and cash accounting functions within the finance department and support the organisation's services and departments on Insurance, Vehicles, and Mobile Phones.

MAJOR TASKS

1. Purchase Ledger
2. Sales Ledger
3. Cash Accounting
4. Nominal Ledger
5. Administration
6. Database Administration

MAIN ACTIVITIES

1. Purchase Ledger

- Manage the organisations Purchase Ledger to ensure liabilities are accurately reflected and there is continuity of supply to the organisation. This includes:
- Upon receipt from the supplier register invoice on organisation's Opera ledger system using available information to determine appropriate nominal code.
- Collate invoices and purchase orders and process them on finance system. Liaise with service staff to ensure all necessary paperwork is received. Query where there is a mismatch which prevents processing.

- Through the use of various system generated reports verify the accuracy of ledger input made by department colleagues.
- Within any necessary cash constraints determine or recommend to department management, on a weekly or fortnightly basis, payments to be made to suppliers taking into account the impact on service delivery of non or partial payment. Produce appropriate BACS file and Remittances.
- Prepare formal reconciliations of supplier statements. Liaise with them to ensure all documents have been received and recognised in Opera and all queries are resolved.

2. Sales Ledger

- Manage the organisation's billing system to ensure all invoices are raised accurately and promptly and paid within the agreed terms. This includes:
- Upon receipt of Service Confirmation Billing Details (SCBD) check forms for accuracy and completeness (e.g.: co-signature). Determine appropriate references (customer code/ cost centre/ product/ sales code) and enter into the organisation's Opera finance system.
- Repeat invoicing. For funder / customer combinations where service delivery is very regular and predictable, e.g. 365 day, 24 hour residency, maintain and produce all appropriate billing documentation. Liaise with services to ensure any changes are promptly and accurately made.
- Variable service delivery: Periodically (4 weekly/monthly) liaise with services to obtain appropriate billing information. Prepare necessary quotes / orders and Billing Confirmation Reports. Send reports to service for authorisation by Service Manager. Upon the receipt of authorisation, issue invoices to the legal entity for payment. Where expected invoicing data has not been received contact the service to chase.
- Liaise with services and Non Local Authority customers to collect payments by Direct Debit. On a 4 weekly or monthly basis advise customers of value to be collected and prepare appropriate BACS file. Process Customer's card payments over the phone as per procedure.
- Proactively manage the organisation's credit control processes to ensure outstanding debtors are maintained within organisational parameters. Monitor individual account balances and liaise with funders and services to resolve any queries which prevent payment. Where payments are not forthcoming recommend to departmental and organisational management appropriate further action e.g. Debt write off, Service withdrawal.
- Prepare and publish Debtors information to organisational senior management on a periodic and on demand basis, including a narrative statement on any deviation from anticipated / previously reported.

3. Cash Accounting

- Maintain the organisation's banking records. This includes:
- Monitor the balances in the various organisation's accounts and make the necessary transfers to ensure all liabilities can be met and interest earnings are maximised.
- Monitor all transactions through the bank's on line system and ensure they are reflected in the Opera financial system determining from all information available the appropriate ledger or nominal code. Query with services / departments about missing documentation (e.g.: customer's BACS payment) and/or conduct an investigation by reviewing invoices.
- Prepare formal bank reconciliations on a monthly basis for all accounts comparing balance values reported by the bank's system against those recorded in the organisation's systems. Investigate and resolve differences.
- Liaise with services to ensure that Petty cash is available for their needs. Upon receipt of expenditure log sheet from services, collect all receipts and journals and check that policies and procedures have been adhered to (e.g.: Manager's signature). Action reimbursement to cost centres through the bank and record information on what has been spent on nominal ledger.
- Maintain the organisation's Mandate & Authorised Signature registers and liaise with the bank to ensure all changes are promptly actioned.
- Maintain the organisation's Standing Orders and Direct Debit registers and liaise with the bank to ensure all changes are promptly actioned.
- Prepare and publish cash flow information to organisation senior management on a periodic and on demand basis including a narrative / comments on any deviation from anticipated / previously reported.

4. Journals

- Prepare monthly and quarterly journals for some areas. Extract data from various internal and external

systems and import into standard spreadsheets. Check all anomalies and query with service managers and/or external companies. Amend errors so journals can be produced. Import journals into Ledger system within set timescales.

5. Administration

- File records according to the defined system (e.g.: Invoices according to cost centre and Purchase orders according to IP number) such that records are readily retrievable for future reference.
- Upon notification, update records (e.g.: bank details) on finance system as per procedure.
- Where relevant, assist cost centres making property/ vehicle insurance claims with organisation insurers. Gather all relevant information of claim from managers, check for completeness and notify insurer. Liaise with insurers and managers to ensure all required documentation is provided to let insurers resolve and complete claims.
- On receipt of authorised paperwork, allocate mobile phone and update appropriate records. On receipt of returned mobile phone, check and amend details held in records. Upon request, provide phone specifications. Where necessary, liaise with IT and/or provider for details.
- When appropriate liaise with services, suppliers, breakdown services and insurers on the acquisition or disposal of organisation vehicles. On a monthly basis, check that vehicle log sheets have been appropriately filled in by drivers, query all anomalies with service and enter data onto various records. Liaise with auditors for six monthly grant claims or annual audit answering all queries that arise.

6. Database Administration

- Liaise with services & departments to ensure that all databases are available and up to date. Weekly run the process to ensure updated records are available in the Master database
- Provide support to the payroll function by generating, where necessary, service upload files from the Master database.

Applicable for all roles:

- To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.